

CD10-OWI-010

REVISION A

EFFECTIVE DATE: JULY 12, 2000

ORGANIZATIONAL WORK INSTRUCTION

CD10

EMPLOYEE BENEFITS PROGRAM

APPROVING
AUTHORITY

NAME

TITLE

ORG

DATE

Danny R. Hightower Manager

CD10

7/12/00

Organizational Issuance OPR		
Title: Employee Benefits Program	CD10-OWI-010	Revision: A
	Date: 07/12/00	Page 2 of 4

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	09/30/99	Baseline
Revision	A	07/12/00	Records paragraph revised and expanded.

PURPOSE

The purpose of this OWI is to document the process by which the Human Resources Department processes various benefits programs, open seasons, and necessary employee initiated benefit changes to FEHB, FEGLI, NEBA, and TSP for Marshall Space Flight Center.

1. APPLICABILITY

This Organizational Work Instruction (OWI) establishes instructions for ensuring Health Insurance, Life Insurance, and Thrift Savings Plan benefits are processed according to established guidelines. This OWI does not pertain to retirement benefits.

2. APPLICABLE DOCUMENTS

Federal Employees Health Benefits Program Handbook

Federal Group Life Insurance Benefits Handbook

NASA Employees Benefits Association Guide to Processing

Thrift Savings Plan Training Manual

3. DEFINITIONS

FEHB - FEDERAL EMPLOYEES HEALTH BENEFITS

FEGLI - Federal Employees Group Life Insurance

NEBA - NASA Employees Benefits Association

TSP - Thrift Savings Program

Organizational Issuance OPR		
Title: Employee Benefits Program	CD10-OWI-010	Revision: A
	Date: 07/12/00	Page 3 of 4

OPF - Official Personnel Folder

SF - Standard Form

NPPS - NASA Personnel/Payroll System

OPM - Office of Personnel Management

CFR - Code of Federal Regulations

4. INSTRUCTIONS

The guidelines established in the referenced "Applicable Documents" (above) will be adhered to in all matters related to processing employee benefits. Determinations are made by the Administrative Services Officer as to the nature of change and the effective date approved for employee benefits changes.

5. NOTES

None

6. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

STANDARD FORMS: SF-50B, SF-2809, SF-2810, SF-2817, SF-2819, SF-2821, SF-2822, SF-2823

TSP FORMS: TSP-1, TSP-3, TSP-20, TSP-70

NEBA FORMSs: Enrollment Form, Cancellation Form, Medical Certification Form, and Optional Election Forms

9. RECORDS

RECORD TYPE: COPY OF NOTIFICATION OF PERSONNEL ACTION (SF-50B) AND OPF COPY OF SF-2809, SF-2810, SF-2817, SF-2819, SF-2821, SF-2822, SF-2823, ALSO OPF COPIES OF TSP-1, NEBA ENROLLEE FOLDERS AND FILE COPIES.

RESPONSIBLE PARTY: File clerk

Organizational Issuance OPR		
Title: Employee Benefits Program	CD10-OWI-010	Revision: A
	Date: 07/12/00	Page 4 of 4

LOCATION: Human Resources Department File Room, Building 4200, Room 334

RETENTION SCHEDULE: OPF will be maintained in accordance with OPM Guide to Personnel Recordkeeping

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

None